

# NOTICE OF APPEAL

## ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL

### INSTRUCTIONS

Please read the following instructions before you fill out and submit the Notice of Appeal:

#### Notice of Appeal

An appeal to the Academic Appeals Committee of the Governing Council (AAC) must be filed with the Appeals, Discipline and Faculty Grievances Office (ADFG office), within the Office of the Governing Council, no later than 5:00 p.m. on the **90th (ninetieth) day** following the decision of the division's final appeal body. If the deadline date coincides with a day on which the University is closed, the deadline for filing the Notice of Appeal is 5:00 p.m. of the next regular business day. If you require assistance determining your deadline, please use the [appeal deadline calculator](#) available on ADFG's website.

#### Contact Information

The mailing address and email address used to communicate with you are the addresses that you provide on the appeal form. If you move or change your email address after submitting this form, please inform the ADFG office of your new address. It is **your** responsibility to ensure that the ADFG office has current contact information during the appeal process. If you retain legal counsel or a representative, please advise the ADFG office immediately so that the ADFG office can communicate directly with your representative.

#### Documentation

You **MUST** attach the following documentation to your Notice of Appeal. The appeal package is not considered complete until the required documentation is submitted. As the AAC is reviewing the previous decision for reasonableness, you **MUST** file all documents you submitted to the previous appeals committee whose decision you are appealing. If there is additional information that you are filing, please specifically identify the additional information by page number and document type and/or title. **Please note** that it is at the discretion of the chair assigned to your hearing to determine whether to allow the additional information you have submitted. Please check off each item to ensure that your appeal package is complete:

A copy of the decision you are appealing to the Academic Appeals Committee of Governing Council.

A copy of all the materials you submitted to the previous appeals committee whose decision you are appealing (including any evidence, petition forms, email correspondence, etc.).

On a separate page or pages, a statement prepared by you or your counsel/representative, setting out:

- The [remedy](#) sought (e.g., late withdrawal without academic penalty, deferred exam, etc.).
- The grounds of your appeal (e.g., medical).
- A brief description of the background to the appeal (i.e., in your own words describe what happened).
- Additional information, if any, identified by page number and document type and/or title.

A copy of the signed and completed Notice of Appeal (3 pages including the instruction page and all supporting documentation in **ONE electronic file in PDF format including bookmarks with corresponding titles, a table of contents, and page numbers. When adding page numbers, please use the "bates" numbering tool in Adobe Acrobat.**

Please send the completed and signed Notice of Appeal and all supporting documentation to:

The Academic Appeals Committee of the Governing Council

University of Toronto, c/o ADFG Office

Via E-Mail: Please see the following link for the email addresses of ADFG staff. Please send to all contacts; <https://governingcouncil.utoronto.ca/about-adfg-office/who-we-are>

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ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL

Name

Mailing Address

E-Mail

Daytime Telephone

Faculty/College Degree

Program/Year

Student Number

Date of Last Decision being  
Appealed

Remedy Sought

Have You Retained Legal  
Counsel or Other  
Representative?

YES:

NO:

Name of  
Counsel/Representative

Telephone Number of Counsel/  
Representative

Email Address of Counsel/  
Representative

Name of Law Firm (if applicable)

## Public Hearings

Hearings are normally open to the public, in accordance with s. 9(1) of the *Statutory Powers Procedure Act*, R.S.O. 1990, Chap. S.22, as amended, and the most relevant parts of this section are outlined below:

An oral hearing shall be open to the public except where the tribunal is of the opinion that [...] intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public, in which case the tribunal may hold the hearing in the absence of the public.

The general public can attend a hearing unless you are requesting a closed hearing. If a closed hearing is requested, please submit a short statement on a separate page with your Notice of Appeal explaining the reason(s) behind your request. A closed hearing is not automatically granted upon request, but only in exceptional circumstances and accordance with the above-quoted provision.

## Appeal Process

Appeals are scheduled as quickly as possible. If you require the hearing to be expedited (that is fast-tracked ahead of other students whose appeals are awaiting a hearing), please indicate your request below, and, on a separate page, please explain why this appeal should be expedited. Please note: Appeals are expedited only in exceptional circumstances.

YES:                       NO:

SIGNATURE OF APPELLANT: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_



UNIVERSITY OF  
**TORONTO**